

Department of General Services  
Records Management Division  
**RECORDS RETENTION and DISPOSAL SCHEDULE**

Schedule No. 971-16-2

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| Agency<br>Maryland State Police (MSP)  |  | Division/Unit<br>Motor Vehicle Division (MVD)   |
|--|--|---|
| Item No.   | Description  | Retention   |
| 16-1   | Schedule 971-16-2 supersedes Schedule 971-16-1-A5 in its entirety.<br><b><u>MASTER VEHICLE COMPUTER FILE</u></b><br>Computer file containing information on all Maryland State Police (MSP) vehicles to include: title number, year/make/model, location, date placed in service, price, tag #, etc. Computer file is accessible via VIN #, car #, or tag  | Retain as active until car is disposed of, then held as inactive file for 5 years, then destroy.  |
| 16-2   | <b><u>MASTER VEHICLE FILE</u></b><br>Set up by vehicle identification number. Contains:<br><br><ol style="list-style-type: none"> <li>1. Initial paperwork from the dealer for each vehicle, i.e. initial delivery invoice, odometer statement, application for title, certificate of origin and MSP 16-11 Car Check List (Visual).</li> <li>2. Forms MSP 129, Repair Order with copies of associated invoices attached, MSP 195 Equipment Loss/Damage Report (accident reports and copies of vehicle damage), MSP118 Vehicle Maintenance &amp; Repair Request, MSP 144 Request for Approval to Use Non-Issued Equipment.</li> <li>3. Correspondence concerning the loss or destruction of MSP fuel cards (i.e. form MSP 195, detailed reports, etc.) Filed by date received.</li> <li>4. Any other records associated with the vehicle, as deemed appropriate by the Commander, Motor Vehicle Division, e.g. recalls, registrations.</li> </ol> | Record copy maintained at MVD. Retain until vehicle is sold, plus five years, then destroy.       |
| 16-3   | <b><u>VEHICLE DISPOSITION PENDING - TOTALED VEHICLES</u></b><br>Contains records necessary for disposition or trade in of totaled vehicles annually, i.e. trade-in list, towing receipts, auction receipts.  | Retain 5 years, then destroy.   |
| 16-4   | <b><u>VEHICLE DISPOSITION PENDING - AUCTIONED VEHICLES</u></b><br>Contains master history file for vehicles awaiting sale at auction.  | After vehicle is sold, file is returned to 16-2 Master Vehicle File, inactive.                    |
| 16-5   | <b><u>VEHICLE DISPOSITION PENDING - SALVAGED VEHICLES</u></b><br>Contains master vehicle file for salvage disposition.   | After disposition, file returned to 16-2 Master Vehicle File, inactive.                           |
| 16-6   | <b><u>VEHICLE DISPOSITION PENDING - CANNIBALIZED VEHICLES</u></b><br>Contains master vehicle file for vehicles awaiting disposition after being stripped.  | After disposition, file returned to 16-2 Master Vehicle File, inactive.                           |
| Approved by Department, Agency, Division or Unit Representative<br>Date: <u>April 23, 2013</u><br>Signature: <u>Thomas L. Vondersmith, Jr.</u><br>Type Name: Thomas L. Vondersmith, Jr.<br>Title: Department Records Retention & Disposal Schedule Manager |  | Schedule Authorized by State Archivist<br>Date: <u>5/16/2013</u><br>Signature: <u>[Signature]</u> |

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| 16-7     | <b><u>TOTALED VEHICLE LEDGER</u></b><br>Computerized ledger for tracking totaled vehicles processed through the Insurance Division in Annapolis.  | Cut off annually, retain 3 years, then destroy.  |
| 16-8     | <b><u>STOCK INVENTORY/CONTROL RECORDS</u></b><br>(Regional garages only)<br>Contains perpetual inventory at each garage installation reflecting receipt distribution and balance of parts/supplies needed to operate that garage and maintain vehicles. Form MSP 16-7 (Inventory Control Form) filed by accessory or make of vehicle. | Retain 3 years, then destroy.  |
| 16-9     | <b><u>REPAIR ORDER ISSUANCE LEDGER</u></b><br>File set up chronologically with form MSP 16-1 (Repair Order Issuance Ledger).  | Retain 3 years, then destroy.  |
| 16-10    | <b><u>REPAIR ORDER LOG</u></b><br>File set up by installation to include completed form MSP 16-3 (Repair Order Log).  | Retain 3 years, then destroy.  |
| 16-11    | <b><u>OUTSIDE PURCHASE APPROVAL LOG</u></b><br>Contains form MSP 16-5, Outside Purchase Approval Ledger recording purchases of automotive parts over \$75.  | Retain 3 years from date of issuance, then destroy.  |
| 16-12    | <b><u>INVOICE VENDOR CONTROL LOG</u></b><br>Contains completed/reconciled form MSP 16-4 (Invoice/Vendor Control Log). Record copy retained at Motor Vehicle Division Headquarters, filed by garage installation. Non-record copy retained at local garage.  | Retain record copy 3 years from date of issuance, then destroy. Retain non-record copy 1 year, then destroy.   |
| 16-13    | <b><u>TRANSMITTAL OF FUNDS (CASH RECEIPTS)</u></b><br>Contains copies of check/money order for funds received from the sale of auctioned vehicles, salvaged parts, scrap metal, etc. Original check/money order forwarded to Finance.   | Retain 3 years, then destroy.  |
| 16-14    | <b><u>VEHICLE TRANSFER/NUMBER CHANGES</u></b><br>Contains MSP 17 forms and Maryland Electronic Telecommunications & Enforcement Resource System (METERS) Messages issued for all vehicles transferred or renumbered.  | Retain 3 years, then destroy.  |
| 16-15    | <b><u>VEHICLE PERFORMANCE ANALYSIS REPORT</u></b><br>Contains copies of computer printouts for monthly vehicle maintenance data entered in FleetMaster  | Retain 3 years, then destroy.  |
| 16-16    | <b><u>NON-CAPITAL EQUIPMENT INVENTORY</u></b><br>Filed by installation. Contains Non Capital Equipment Inventory Log listing equipment purchased for operational purposes and form MSP 119, MSP Receipt Form, for items received from Quartermaster or other installations.   | Record copy maintained at Motor Vehicle Division. Non record copy maintained at local garage. Retain until superseded, then destroy.                                 |
| 16-17    | <b><u>VEHICLE MAINTENANCE REQUESTS NON-DEPARTMENT VEHICLES</u></b><br>Contains copies of form MSP 118, Vehicle Repair Order, for minor emergency repair to any vehicle other than a state owned vehicle.  | Record copy maintained at Motor Vehicle Division. Cut off annually, retain 2 years, then destroy. Non Record copy retained at local garage for 1 year, then destroy. |

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| Item No. | Description   | Retention   |
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| 16-18    | <b><u>MARYLAND FLEET OPERATIONS MANAGEMENT SYSTEM (MFOMS) OPERATORS</u></b><br>Contains current list of civilian personnel & vehicles required to file monthly MFOMS operator reports.  | Retained until superseded, then destroy.  |
| 16-19    | <b><u>MFOMS REPORTS</u></b><br>Contains monthly MFOMS "Operator Report "A", filed chronologically by month and year. Record copy maintained at Department of Budget & Management.   | Retain non-record copy 3 years, then destroy.   |
| 16-20    | <b><u>CERTIFICATE OF EXEMPTION AND COMMUTER CHARGE</u></b><br>Contains approved MFOMS (Form 18) "Certification of Exemption" and copies of State Automobile Commute charges.  | Certificate to be retained until use of state vehicle ceases, then destroy              |
| 16-21    | <b><u>IRS - VEHICLE FRINGE REPORTING SYSTEM PROGRAM</u></b><br>Contains annual report for department owned vehicles subject to commute charge under IRS Vehicle Fringe Benefit Reporting Program. Record copy maintained at State of Maryland, Department of Budget and Management. Non-record copy retained at Motor Vehicle Division (MVD). | Retain non-record copy 3 years, then destroy  |
| 16-22    | <b><u>MSP BUDGET CODE</u></b><br>Contains current listing" of affected MSP budget codes utilizing the Automated Fuel System.  | Retain until updated, then destroy.   |
| 16-23    | <b><u>RECEIPTS - VEHICLE</u></b><br>Contains receipts for issued vehicle cards.   | Retain 1 year, then destroy.  |
| 16-24    | <b><u>REQUEST FOR AUTOMATED FUEL CARD</u></b><br>Contains requests for the issuance of vehicle cards. File by date received.  | Retain 1 year, then destroy.  |
| 16-25    | <b><u>AUTOMATED FUEL CORRESPONDENCE</u></b><br>Contains general correspondence regarding the Automated Fuel System, (i.e. Mansfield Oil, Hi-Tech Data Systems, Department of General Services, etc.)  | Cutoff annually, retain 1 year, then destroy.   |
| 16-26    | <b><u>MSP VEHICLE ACCIDENT FILE</u></b><br>(Regional Garages Only)<br>Contains MSP Accident Log - Local garage (form MSP 16-12) for all accidents filed at regional garages.  | Cutoff annually, retain 1 year, then destroy.   |
| 16-27    | <b><u>MSP ACCIDENT REVIEW BOARD RECORD (OPEN)</u></b><br>Contains completed MSP Accident Review Board Records (form MSP 16-9), pending final disposition.   | Retain until closed then move to 16-28<br>MSP Accident Review Board Record<br>(Closed). |
| 16-28    | <b><u>MSP ACCIDENT REVIEW BOARD RECORD (CLOSED)</u></b><br>Contains completed MSP Accident Review Board records (form MSP 16-9). Also contains listing of all MSP accidents (form MSP 16-10) for MSP Accident Review Board.   | Cutoff annually, retain 5 year, then destroy.   |

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| Item No. | Description  | Retention   |
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| 16-29    | <b><u>MSP DRIVER FLAGGING PROGRAM</u></b><br>Contains random driving records received from Motor Vehicle Administration for all active MSP personnel. Computer file is accessible through name.                                    | Cutoff annually, retain 3 year, then destroy.                               |
| 16-30    | <b><u>VEHICLE REPLACEMENT</u></b><br>Contains all documents and specifications for MSP vehicles. File and retain by manufacturer year.   | Retain for 5 years after the vehicle is taken out of service, then destroy. |
| 16-31    | <b><u>VEHICLE EQUIPMENT</u></b><br>Contains documents and related information for equipment included on vehicle, i.e. lights, sirens, etc.   | Retain until the equipment is no longer used or stocked, then destroy.      |
| 16-32    | <b><u>DEAD LINE VEHICLES</u></b><br>Contains MSP 16-19 forms, open and closed, for every vehicle placed on dead line. Open copy retained until closed. Closed, record copy retained at MVD administrative office, filed by garage. | Retain record copy for one year after closed, then destroy.                 |
| 16-33    | <b><u>DEAD LINE VEHICLE LOG</u></b><br>Contains form MSP 16-19A, compiling form MSP 16-19 for statistical purposes. Record copy maintained at MVD administrative office.   | Retain record copy 3 years, then destroy.                                   |